



FULL TIME EMPLOYMENT APPLICATION

Zoo Atlanta's Vision Mission and Values Statement

Vision

We envision a world in which humankind values, protects and preserves the diversity of species on Earth.

Mission

We strive to inspire the citizens of Atlanta and Georgia and all visitors to the Zoo to value wildlife on Earth and to help safeguard existing species through conservation. We do this by:

- Providing an informative, educational and engaging experience,
- Being respectful and responsible stewards of the animals and the physical and financial assets entrusted to us, and
- Engaging in related conservation activities and research.

Values

Stewardship – *We take personal responsibility for the animals in our care as well as all the resources we use.*

Integrity – *We are honest, fair, reliable and sincere. We are trustworthy and value the trust of our community.*

Collaboration – *We maintain an environment of trust, openness, respect and transparency to maximize the creativity and productivity of our organization.*

Diversity and Individuality – *We will recruit and support employees and volunteers with diverse perspectives and talents that result in a strong, focused and innovative organization.*

Commitment to Members and Guests – *We create an enriching and welcoming atmosphere for all Members and guests. We provide courteous and helpful attention to ensure they have a wonderful experience each time they visit.*

Zoo Atlanta is listed as one of the top 100 nonprofit organizations to work for.

***Zoo Atlanta is an Equal Opportunity Employer
and provides a Smoke-free Work Environment***



Zoo Atlanta is an Equal Opportunity

Employer, Committed to diversity in the workforce.

Zoo Atlanta is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, marital status, veteran status or medical reason in hiring, promotion, demotion, training, benefits, transfers, layoffs, termination, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees on the basis of qualifications and job requirements.

Equal Opportunity Employer



Human Resources
of Zoo Atlanta
"Helping employees reach their potential"



Full Time Employment Application

800 Cherokee Avenue S.E.
Atlanta, GA 30315
(404) 624-5600

PERSONAL INFORMATION

Date:
Last Name: First Name: Middle Initial:
Local Address: (Street, City/Town, State, Zip)
Home Phone: Message Phone: Email Address:

JOB INTERESTS

Position Desired Pay Rate

How were you referred to Zoo Atlanta?

Do you have any relatives currently employed by Zoo Atlanta? Yes No

If yes, who: Position Held Relationship

Zoo Atlanta is open to the public 363 days out of the year with varying hours between 9:00 am to 7:00 pm. Therefore, all positions at Zoo Atlanta may require employees to work some weekends, holidays, evenings and special events.

Are there any days or times that you can not work?

GENERAL INFORMATION

Are you legally authorized to work in the USA? Yes No
(Should you become employed by Zoo Atlanta you will be required to provide documentation proving your eligibility to work in the USA)

Zoo Atlanta does conduct an extensive criminal background search, if you have any felonies you may be disqualified for the search.

During the past seven years have you been convicted of a Crime? Yes No If yes please describe fully:

(This does not apply if the conviction has been expunged, is contained in a sealed record, or was a juvenile conviction. A criminal conviction will not necessarily bar you from employment. We will consider the nature of the crime, the time, which has expired since its occurrence and any rehabilitation you have undergone.)

Have you had an opportunity to read the job description for the position you are applying for? Yes No

Are you aware of anything, which would prevent you from being able to perform the essential function of the job you are applying for? Yes No If yes, please explain:

LANGUAGE CAPABILITIES

List any language(s) other than English in which you are proficient including Sign Language and ability to read Braille. *

Language	Speak			Read			Write		
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION

High School	Name	Years Completed	Degree/Diploma Earned
	Address		
College	Name	Years Completed	Degree/Diploma Earned
	Address		
College	Name	Years Completed	Degree/Diploma Earned
	Address		
Business, Trade, Other	Name	Years Completed	Degree/Diploma Earned
	Address		

MILITARY SERVICE

Branch: _____ Start Date: _____ End Date: _____

Rank: _____

Reserve Status: _____

Other Information: _____

WORK EXPERIENCE

Please give an accurate full-time and part-time employment, start with your present or most recent employer

1. Employer	Name:	
	Address/Phone:	
	Position/Title	
	Supervisor's Name and Title	
	Duties Performed:	
	Dates of employment: From _____ To _____	Rate of Pay <input type="checkbox"/> Hourly _____ <input type="checkbox"/> Salary _____
	Explain Reason for Leaving:	
	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?	
2. Employer	Name:	
	Address/Phone:	
	Position/Title	
	Supervisor's Name and Title	
	Duties Performed:	

	Dates of employment: From _____ To _____	Rate of Pay <input type="checkbox"/> Hourly _____ <input type="checkbox"/> Salary _____
	Explain Reason for Leaving:	
	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?	

3. Employer	Name:	
	Address/Phone:	
	Position/Title:	
	Supervisor's Name and Title:	
	Duties Performed:	
	Dates of employment: From _____ To _____	Rate of Pay <input type="checkbox"/> Hourly _____ <input type="checkbox"/> Salary _____
	Explain Reason for Leaving:	
May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		

**MEMBERSHIP IN PROFESSIONAL, EDUCATIONAL OR CIVIC ORGANIZATIONS
(Exclude those which may disclose your race, color, religion, or national origin)**

ACKNOWLEDGMENT

I certify that the information in this application is accurate, current and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination of employment.

I authorize Zoo Atlanta to investigate my employment history, credentials and to obtain any relevant information (including a criminal background check) needed to make an employment decision. I authorize Zoo Atlanta to disclose this application along with any information about me obtained through reference checks or during the course of the interview process for state, federal, contractual or accreditation audit purposes. I release Zoo Atlanta and any individual or entity providing information to Zoo Atlanta from all liability for any damages from the disclosure of this information.

I authorize Zoo Atlanta to request, and I also authorize and request each former employer, school attended, and each person, firm, or corporation given as references above to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I also understand and agree that:

- Successful completion of a post conditional offer medical examination or medical screening may be required.
- I may be subject to pre-employment drug testing, or a drug test where a reasonable suspicion exists, or where warranted by circumstances or contractual requirements.

I understand and agree that nothing contained in this employment application or in granting of an interview creates an employment contract between Zoo Atlanta and myself. I also understand that should I be given employment, such employment shall be for an indefinite period of time and may be terminated, at will, for any reason, by me or by Zoo Atlanta with out notice and without liability whatsoever, except for unpaid wages or salary earned by the date of termination.

I understand that should I become employed by Zoo Atlanta, my work assignments, schedules, and/or departments are subject to change according to the needs of business.

This application will not be considered without the applicants' signature.

Applicant's Signature _____

Date _____

Zoo Atlanta maintains all applications on file for 1 year.

**Zoo Atlanta is an Equal Opportunity Employer
Zoo Atlanta is a Drug Free Work place (all employees considered for employment will be drug tested)**



ZOO ATLANTA'S VOLUNTARY SELF –IDENTIFICATION FORM FOR APPLICANTS

DATE: _____

NAME: _____

ADDRESS: _____

POSITION APPLIED FOR: _____

Zoo Atlanta is an equal opportunity employer and does not discriminate with regards to race, religion, color, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

The purpose of this **Voluntary Self-Identification** form is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of the data is **optional** and inclusion or exclusion of any data will not affect employment decisions.

SEX: MALE
 FEMALE

ETHNIC ORIGIN: AMERICAN INDIAN/ALASKAN NATIVE
 ASIAN/ PACIFIC ISLANDER
 BLACK
 HISPANIC
 WHITE
 OTHER _____

OTHER: VIETNAM ERA VETERAN
 DISABLED VETERAN
 HANDICAPPED INDIVIDUAL

What special skills or methods enable you to perform jobs that would otherwise be precluded by your disability? What accommodations on the part of the Zoo would enable you to perform the job?

I DO NOT WISH TO DISCLOSE THIS INFORMATION AT THIS TIME.

Applicant's Signature _____ Date _____

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